

# ENTRY SPECIALIST

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

## Overview

### Open & closing dates

🕒 01/13/2017 to 01/27/2017

### Salary

\$52,822 to \$83,079 per year

### Pay scale & grade

GS 09 - 11

### Work schedule

Full-Time - Full Time

### Appointment type

Permanent

## Locations

1 vacancy in the following location:

**Miami, FL**

1 vacancy

### Relocation expenses reimbursed

No

## This job is open to



### Federal employees

Current or former competitive service employees, including:

- Merit promotion
- Career Transition (CTAP, ICTAP, RPL)
- Transfer

### Announcement number

MHCMP-1892388-MST

**Control number**

461873700

## Duties

### Summary

Joining the Customs and Border Protection Office of Field Operations will allow you to use your technical and administrative expertise to provide advice on the use of automated systems related to the entry process. This position starts at a salary of \$52,822 (GS-1894-09 step 01) with promotion potential to \$83,079 (GS-1894-11 Step 10). Apply for this exciting opportunity to strengthen the Department's ability to perform homeland security by contributing to the process of entering merchandise into the United States.

**Who May Apply:** Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm) ([http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm))

**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of Field Operations, Miami Field Office, Miami, Florida.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

### Responsibilities

In this Entry Specialist position, you will become a key member of a team of Homeland Security professionals responsible for a wide range of admissibility and control requirements. Typical work assignments include:

- Providing customer service to Customs brokers, importers and carriers by responding to processing questions related to importation of merchandise.
- Resolving discrepancies in the Automated Commercial System (ACS) or Automated Commercial Environment (ACE) for entry processing to prevent liquidation, suspension, closure or other action.
- Providing advice on various filer based transactions and collecting and depositing revenue for imported merchandise.
- Managing the entire ACS/ACE protest and claims module to ensure accountability, accurate tracking, and proper disposition.
- Analyzing a variety of ACS/ACE reports to ensure filer integrity and compliance with laws, rules and regulations.

### Travel Required

Occasional travel - You may be required to travel

**Supervisory status**

No

**Promotion Potential**

11

**Who May Apply****This job is open to...**

Current U.S. Customs and Border Protection employees with competitive status.

Questions? This job is open to 1 group.

## Job family (Series)

[1894 Customs Entry And Liquidating](https://www.usajobs.gov/Search/?j=1894)  
(<https://www.usajobs.gov/Search/?j=1894>)

# Requirements

## Conditions Of Employment

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing

**Training:** You may be required to attend 2½ weeks of paid training at the Federal Law Enforcement Training Center in Charleston, SC.

## Qualifications

**GS-9:** You qualify at the GS-9 level if you possess one (1) year of specialized experience to include examining assigned entry forms, invoices, affidavits, etc., and initially classify the entered merchandise; estimating the correctness of the dutiable and non dutiable charges as entered by the importer or his agent; assuring that the importer or agent has the right to make entry; checking the conversion of foreign weights and measures to United States units and the conversion of foreign currency to United States currency at the prevailing rates of exchange; and recommending the acceptance or rejection of the entry as presented. Knowledge of automated systems such as Automated Commercial System (ACS), Automated Commercial Environment (ACE), and Automated Manifest System (AMS) is required along with knowledge of a range of processing functions related to importation of merchandise including an understanding of various functions associated with the importation of merchandise in order to determine if all requirements have been met.

**GS-11:** You qualify at the GS-11 level if you possess one (1) year of specialized experience to include experience in analyzing customs documents; applying customs laws, regulations, and procedures; interpreting customs requirements; or similar experience involving determinations of rates of duty, classification of merchandise, and entry requirements. Experience must relate to the admissibility, control, entry and export of merchandise. Experience with tariff classification principles and extensive knowledge of automated systems such as Automated Commercial System (ACS), Automated Commercial Environment (ACE), and Automated Manifest System (AMS) is also required.

OR

## Education Substitution

**GS-9:** You may substitute a Master's degree or 2 full years of graduate education in a qualifying field or a J.D or L.L.B. degree for experience required at the GS-9 grade level. Such education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work of the position. Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester or 54 quarter hours.

**GS-11:** You may substitute a Ph.D., an equivalent doctoral degree, or three full years of progressively higher-level graduate education leading to such a degree in a qualifying field for experience at the GS-11 grade level or an LL.M., if related. Such education must have been obtained in an accredited college or university. Check with your school to determine how many credit hours comprise three years of graduate study. If that information is not available, use 54 semester or 81 quarter hours.

OR

## Education

**Combining Experience and Education:** To combine your education and experience, you must convert each to a percentage, and then add the percentages. The combined total of your percentage of education and experience must equal at least 100% in order to qualify. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To calculate your percentage of graduate education, divide the number of graduate semester hours in excess of the amount required for the next lower grade level, by 18. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by the required number of months of experience. Add your percentages of education and experience. The two percentages must total at least 100%.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, including education, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by Friday, January 27, 2017

## Additional information

**Background Investigation:** Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. For more information, please see: <https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation> (<https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>)

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

**Probationary Period:** Current and former federal employees may be required to serve or complete a probationary period.

**Bargaining Unit:** This position is covered under the bargaining unit.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify> (<http://www.uscis.gov/e-verify>), including your rights and responsibilities.

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: [http://cbpapps.cbp.dhs.gov/oyo/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/oyo/2011/protecting_america/pro_america.wmv) ([http://cbpapps.cbp.dhs.gov/oyo/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/oyo/2011/protecting_america/pro_america.wmv))

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. To learn more, click on the link [https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf) ([https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf))

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder) (<https://twitter.com/#!/customsborder>)

## How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will

receive a score ranging from 70-100 based on your responses. Your entire application package will then be reviewed. The final determination will be based on all the information provided in your application package.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire \(https://ApplicationManager.gov/Questionnaire.aspx?ID=5960191&PreviewType=Questionnaire\)](https://ApplicationManager.gov/Questionnaire.aspx?ID=5960191&PreviewType=Questionnaire).

### **Knowledge, Skills, Abilities and Other Characteristics (KSAOs):**

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of Customs laws, regulations, policies and procedures related to admissibility, control, entry and export of merchandise, and tariff classification in order to screen entries and to classify and appraise entered merchandise.
- Ability to apply federal rules, regulations and procedures to specific situations or problems, and to make determinations on compliance.
- Knowledge of automated systems in order to input data, resolve problems, and obtain information used to make entry decisions.
- Knowledge of processing functions related to importation of merchandise in order to determine if all requirements have been met.

**Agency Career Transition Assistance Program (CTAP) Eligibles:** If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility can be found at:

[http://www.opm.gov/Reduction In Force/employee\\_resources/ctap/Employee-Guideline CTAP.asp#3a](http://www.opm.gov/Reduction%20In%20Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a)  
([http://www.opm.gov/Reduction In Force/employee\\_resources/ctap/Employee-Guideline CTAP.asp#3a](http://www.opm.gov/Reduction%20In%20Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a))

. To be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. This will be measured by a score of 85 or higher. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

## **Background checks and security clearance**

### **Security clearance**

[Public Trust - Background Investigation](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

## **Required Documents**

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement.
- **Your responses to the job questionnaire** [View Occupational Questionnaire \(https://ApplicationManager.gov/Questionnaire.aspx?ID=5960191&PreviewType=Questionnaire\)](https://ApplicationManager.gov/Questionnaire.aspx?ID=5960191&PreviewType=Questionnaire)
- **Are you qualifying based on education?** Submit a copy of your college transcript (unofficial is acceptable at this time; however, official copies will be required prior to entrance on duty) or a list of coursework with hours completed. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>.

(<http://www.naces.org/members.htm>.)

- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50 (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a notification from the applicable Military Department or National Guard Bureau, that you are retired under 5 U.S.C. 8337(h) or 8456.
- ***Veterans preference points are not applicable to Merit Promotion announcements.***
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

**It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.**

Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

### **If you are relying on your education to meet qualification requirements:**

You **MUST** submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found **"not qualified"**.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/). (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)  
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) (<http://www.dhs.gov/careers>) and select "Benefits".

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx> (<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**

(#)

. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#)

(<https://ApplicationManager.gov/Questionnaire.aspx?ID=5960191&PreviewType=Questionnaire>)

using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf)

([http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf))


, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>

(<http://staffing.opm.gov/pdf/usascover.pdf>)

. Please include job opportunity announcement ID 1892388 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Friday, January 27, 2017.**

### Agency contact information

 CBP MHC Hiring

#### Phone

[\(952\)857-2932](tel:(952)857-2932)

[\(tel:/\(952\)857-2932\)](tel:/(952)857-2932)

#### Fax

(478)757-3144

#### Email

[CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV](mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)

<mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV>

[Learn more about this agency](#)

([#agency-modal-trigger](#))

#### Address

CBP Minneapolis Hiring Center

5600 American Blvd

Suite 700

Bloomington, MN

USA

***Customs & Border Protection (CBP): Securing America's Borders***

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding



career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov> (<http://www.cbp.gov/>)

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## Next steps

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx> (<https://my.usajobs.gov/Account/NotificationSettings.aspx>)

. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/) (<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm) ([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm))

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.



- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

### [New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)